

~~CONFIDENTIAL~~R 

25X1

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REGULATION  
NO. RECORDS  
(Draft 8-9-55)

## AUTORIZATION DESIGNATIONS AND REVOCATIONS

**SYNOPSIS:** Various regulations require that there be on record the names (and sometimes the specimen signatures) of persons designated to serve in positions of authority or responsibility. This regulation brings these requirements together and provides for a standard form to designate, revoke, and record authorizations.

## 1. PROCEDURE

a. Form No. 725 (Attachment A) has been developed to reduce correspondence on designations and revocations and to provide a standard record of authorizations. Listed below are the types of authorizations for which Form No. 725 shall be used. This list is by no means restrictive. Whenever possible, additional uses shall be made of Form No. 725 to supplant more costly correspondence.

Type of Authorization	Addressee	No. of Copies	Specimen Signature Required	Reference
Payment Clerk	Appropriate Payroll Branch, Office of the Comptroller	1	Yes	R <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px; vertical-align: middle;"></span>
Time and Attendance Clerk	DO	1	Yes	R <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px; vertical-align: middle;"></span>
Approving Officer (Confidential Funds)	Finance Division, Office of the Comptroller	1	Yes	R <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px; vertical-align: middle;"></span>
Responsible or Accountable Officer	Supply Division Office of Logistics	2	Yes	HB <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px; vertical-align: middle;"></span> 25X1 (proposed)
Requisitioning Officer (Supplies or Services)	DO	1	Yes	R <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px; vertical-align: middle;"></span>
Releasing Officer (Cables)	Executive Assistant to DDI	1	Yes	HB <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px; vertical-align: middle;"></span> Sect. 6
Cable reference service; authority to authenticate request for	Signal Center	1	Yes	R <span style="border: 1px solid black; display: inline-block; width: 150px; height: 15px; vertical-align: middle;"></span> 25X1 (proposed)

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Type of Authorization	Addressee	No. of Copies	Specimen Signature Required	Reference
Authority to request:				25X1
Name Checks	PI/RI	1	No	R <span style="border: 1px solid black; display: inline-block; width: 150px; height: 100px; vertical-align: middle;"></span>
Official personnel folders	Records and Services Div., Office of Personnel	1	No	R <span style="border: 1px solid black; display: inline-block; width: 150px; height: 100px; vertical-align: middle;"></span>
Personnel actions (GS-15 and below)	DO	1	No	R <span style="border: 1px solid black; display: inline-block; width: 150px; height: 100px; vertical-align: middle;"></span>
Printing and reproduction services	Printing Services Division, Office of Logistics	2	Yes	R <span style="border: 1px solid black; display: inline-block; width: 150px; height: 100px; vertical-align: middle;"></span>
Space, alterations, repairs and other services	Real Estate and Construction Div., Office of Logistics	1	No	R <span style="border: 1px solid black; display: inline-block; width: 150px; height: 100px; vertical-align: middle;"></span>
Vehicular Support	Transportation Div., Office of Logistics	1	No	R <span style="border: 1px solid black; display: inline-block; width: 150px; height: 100px; vertical-align: middle;"></span> (proposed)

b. Form No. 725 is designed for transmission without a covering memorandum. It may be used in either a vertical or visible file. The box in the upper right corner shall be left blank by the originator to provide space for insertion of an additional filing reference if the addressee so desires. A separate Form No. 725 shall be completed for each type of authorization.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

L. K. White  
Deputy Director  
(Support)

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Attachment:  
Form No. 725

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